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Overview – Managing and Adapting Practice (MAP)

A MAP treatment cycle is composed of a general track with no focus of treatment (track #0) and one or more focus tracks (track #1 or greater). The general track spans the duration of a MAP treatment cycle while one or more focus tracks take place throughout the duration of the treatment cycle. When a MAP treatment cycle begins, both the general track and the first focus track begin on the same date. When the MAP treatment cycle ends, both the general track and the last focus track end on the same date.

General outcome measures are collected within the general track. The required questionnaires for the general track vary based on the age of the client at the Date of First Session. Specific outcome measures are collected within each focus track. Each focus track has a specific focus of treatment (anxiety, depression, disruptive behavior disorder or trauma). Therefore, the required questionnaires for each focus track vary based on the focus of treatment of the track and the age of the client at the Focus Start Date.

At the start of the general track, a “Pre” for each required questionnaire is required. At the start of each focus track, a “Pre” for each required questionnaire is also required. When a focus track ends, a “Post” for each required questionnaire is required if the focus track was completed. At the end of the MAP treatment cycle, a “Post” for each required questionnaire of the general track is required if the EBP was completed.

Section 1 – Sign In

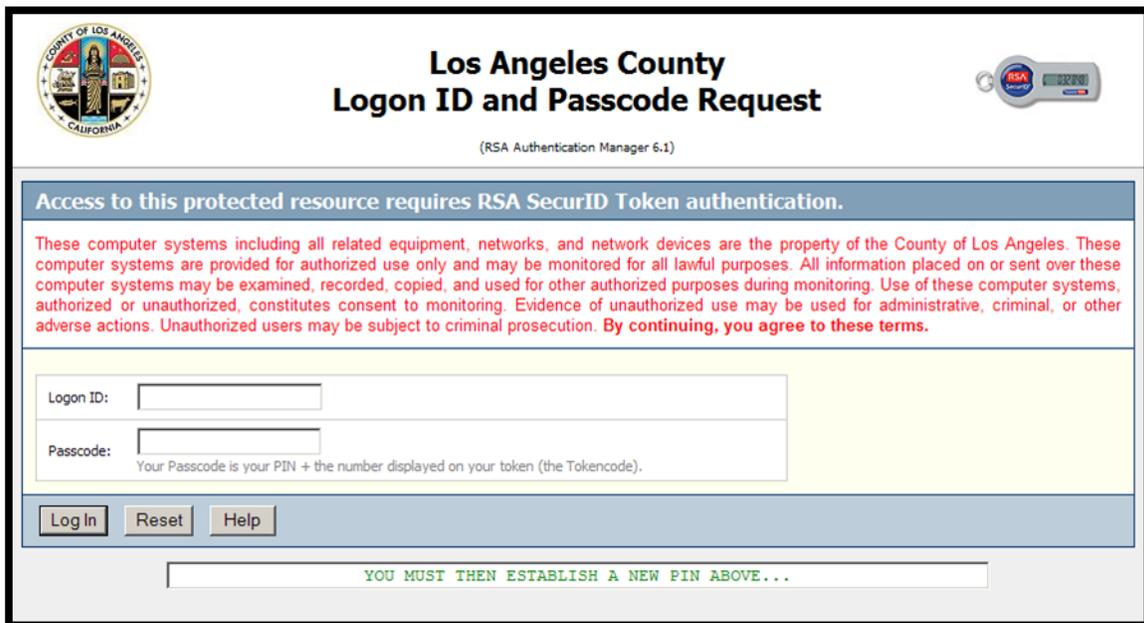
Getting Access: The username and password are the same as the IS username and password. If you do not have them, please go to the OMA Wiki and follow the instructions on how to request them.

OMA Wiki: <http://dmhoma.pbworks.com>

To access the application, open Internet Explorer and type in one of the following URLs:

- For access via the Internet (RSA SecurID required): <https://dmhapps.co.la.ca.us/PEIOMA>
- For access from a DMH facility: <https://intra.dmhapps.co.la.ca.us/PEIOMA>

Access via the Internet: To sign in from the Internet, you will need to log into the County RSA SecurID site first. Information on requesting County RSA SecurID access is available on the OMA Wiki.



Prevention and Early Intervention – Outcome Measures Application (PEI-OMA) Sign In Page

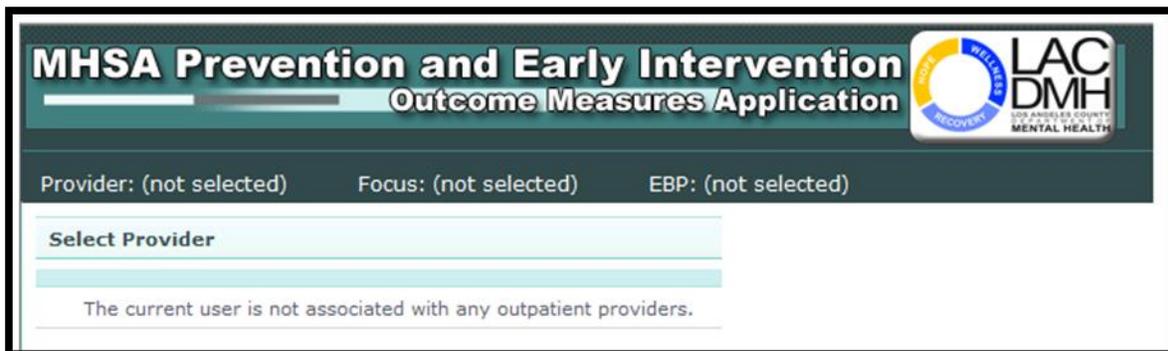
Section 2 – Select a Provider

After logging in successfully, the application will redirect to the Home page. In this page, the user can select the provider, focus of treatment and can search for a client. The Home page has been designed so that the user can return to it from any page within the application by clicking on the Home button in the top-right corner of every page.

To search for a provider, click on the **Select a Provider** button.

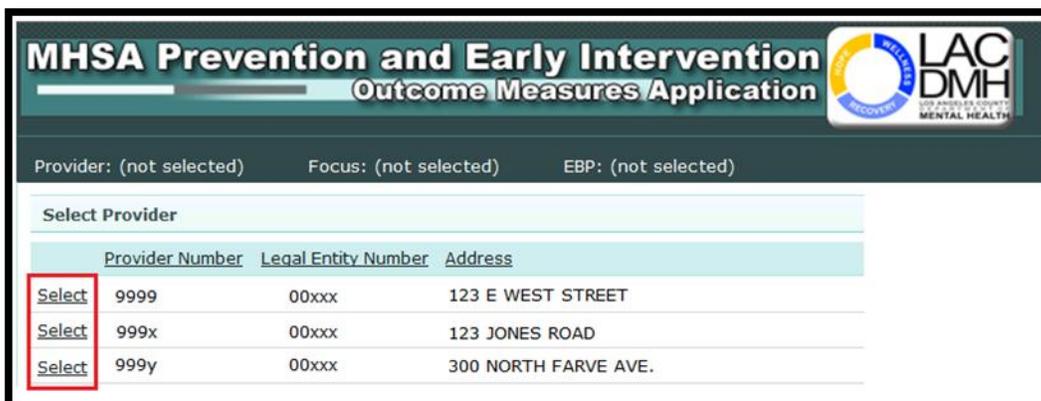


The user must be associated to a provider offering outpatient services in order to proceed. If the user is not associated to such a provider, the application will display the following message:



To correct this issue, user should go to the OMA Wiki and follow the instructions on how to update the list of providers to be associated to. If user is associated to one or more providers offering outpatient services, the application will list all of these providers.

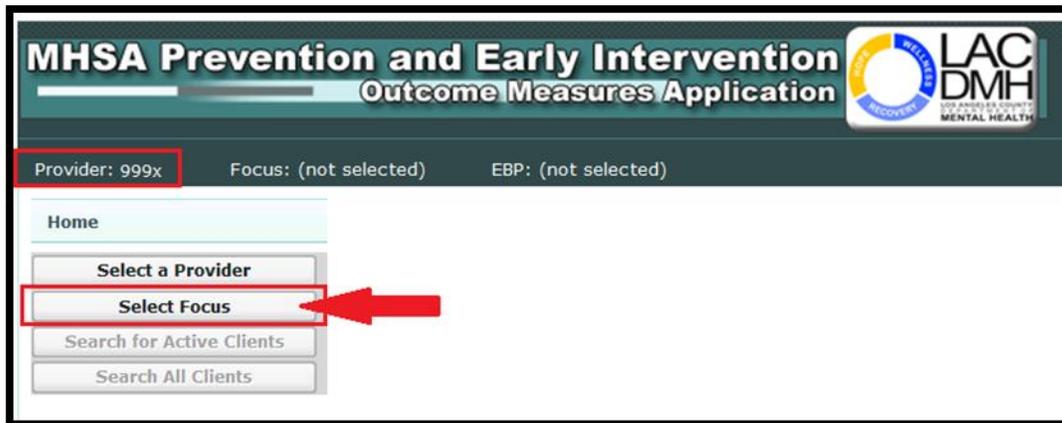
To choose a provider, click on the **Select** link next to the desired provider number.



Section 3 – Select MAP as the EBP

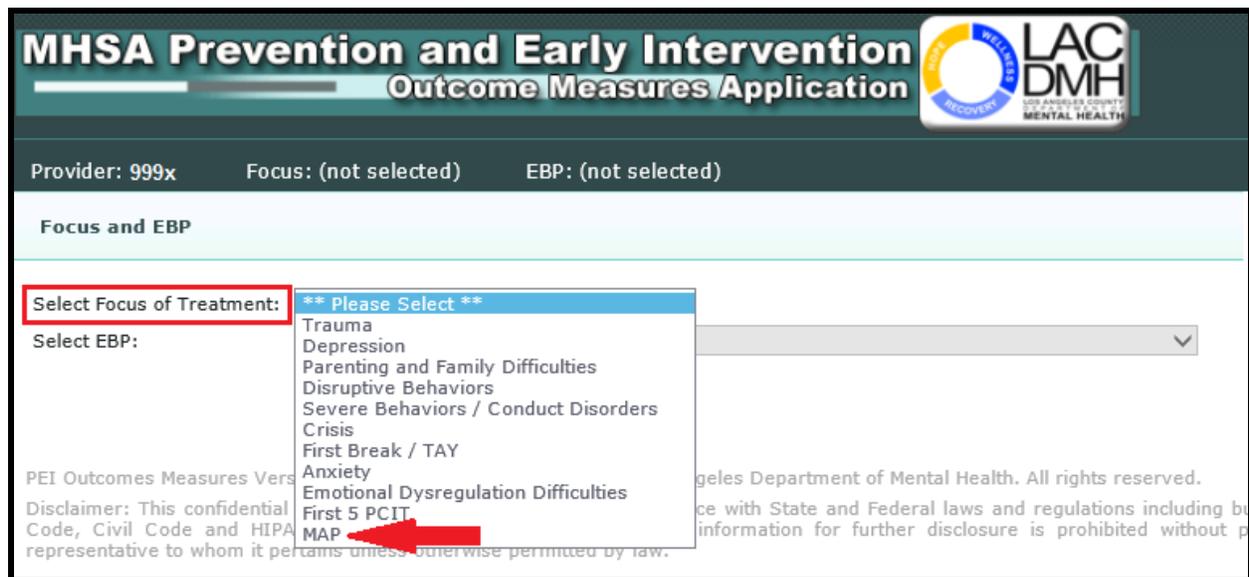
Once a provider is selected, the application will redirect to the Home page. The identification number of the provider selected will be displayed at the top of screen.

Click on the **Select Focus** button.



The application will redirect to the **Focus and EBP** screen.

Click on the **Select Focus of Treatment** dropdown list and select **MAP**.



Next, click on the **Select EBP** dropdown list and select **Managing and Adapting Practice (MAP)**.

Focus and EBP

Select Focus of Treatment: MAP

Select EBP: ** Please Select **
Managing and Adapting Practice (MAP)

OK Back

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Note: *Managing and Adapting Practice* is the only EBP associated to the **MAP** Focus of Treatment. Therefore, it is the only choice displayed in the Select EBP dropdown list.

Once you have chosen the **Focus of Treatment** and **EBP**, click on the **OK** button to continue.

Focus and EBP

Select Focus of Treatment: MAP

Select EBP: Managing and Adapting Practice (MAP)

OK Back

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The application will redirect to the **Home** page.

The **Focus of Treatment** and **EBP** chosen will be displayed at the top of the screen and will remain there while using the application.

MHSA Prevention and Early Intervention
Outcome Measures Application

LAC DMH
LOS ANGELES COUNTY
DEPARTMENT OF
MENTAL HEALTH

Provider: 999x Focus: MAP EBP: Managing and Adapting Practice (MAP)

Home

Select a Provider

Select Focus

Show Active Clients

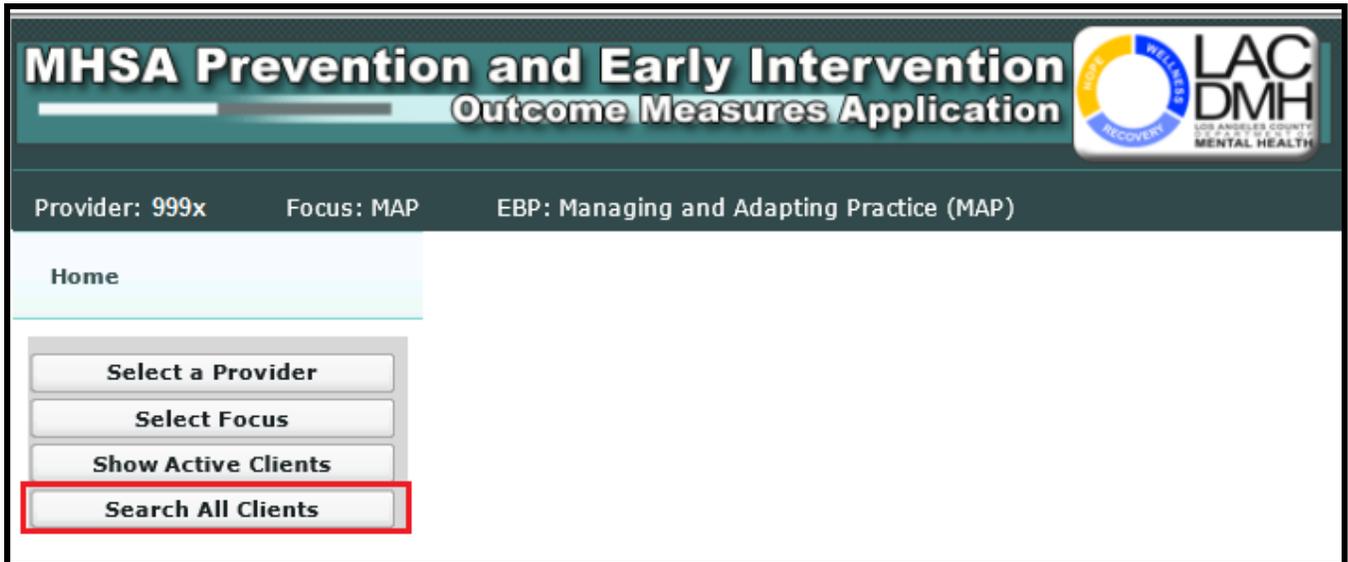
Search All Clients

Section 4 – Select a Client

Once the Focus and EBP have been selected, you can either update an active treatment cycle for a given client or begin entering a new treatment cycle for the client.

- To update an active treatment cycle for a client, go to section 10 – View a Treatment Cycle.
- To enter a new treatment cycle for a client, follow the instructions below.

From the Home page, click on the **Search All Clients** button.

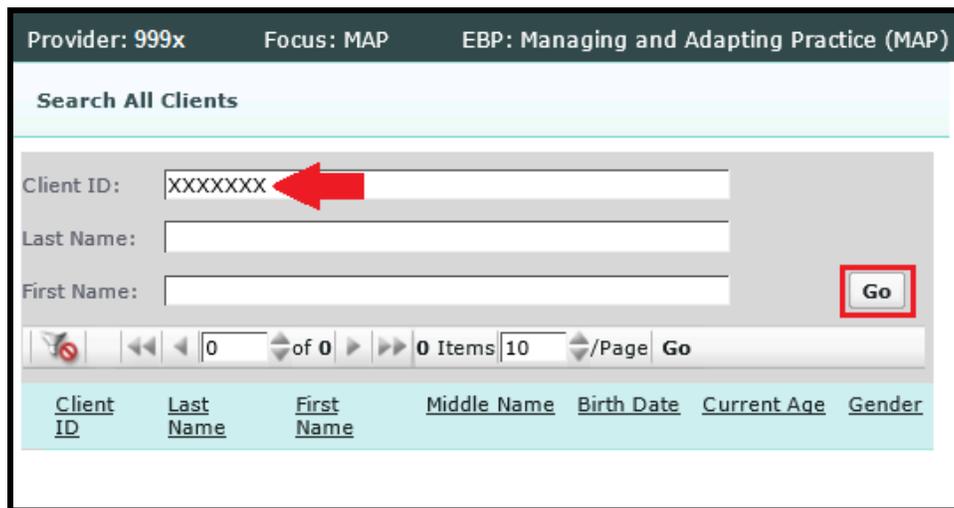


The screenshot shows the MESA (MHS Prevention and Early Intervention Outcome Measures Application) Home page. At the top, there is a header with the application title and the LAC DMH logo. Below the header, the current session information is displayed: Provider: 999x, Focus: MAP, and EBP: Managing and Adapting Practice (MAP). A navigation menu on the left includes buttons for 'Select a Provider', 'Select Focus', 'Show Active Clients', and 'Search All Clients'. The 'Search All Clients' button is highlighted with a red rectangular box.

You will be taken to the **Search All Clients** page.

Note: The client you are searching for must already exist in the DMH Integrated System (IS). If the client is not already in the IS, they will not appear in results list.

Search for a client by their **Client ID**, **Last Name** or **First Name**. Next, click on the **Go** button or hit the **Enter** key.



The screenshot shows the 'Search All Clients' page. At the top, the session information is repeated: Provider: 999x, Focus: MAP, and EBP: Managing and Adapting Practice (MAP). Below this, the search fields are visible: Client ID (containing 'XXXXXXX' with a red arrow pointing to it), Last Name, and First Name. A 'Go' button is highlighted with a red box. Below the search fields is a pagination control showing '0 of 0' items and a 'Go' button. At the bottom, there is a table header with columns: Client ID, Last Name, First Name, Middle Name, Birth Date, Current Age, and Gender.

The results list will display all of the clients that match the criteria entered. Click on the **Select** link next to the client record you have chosen.

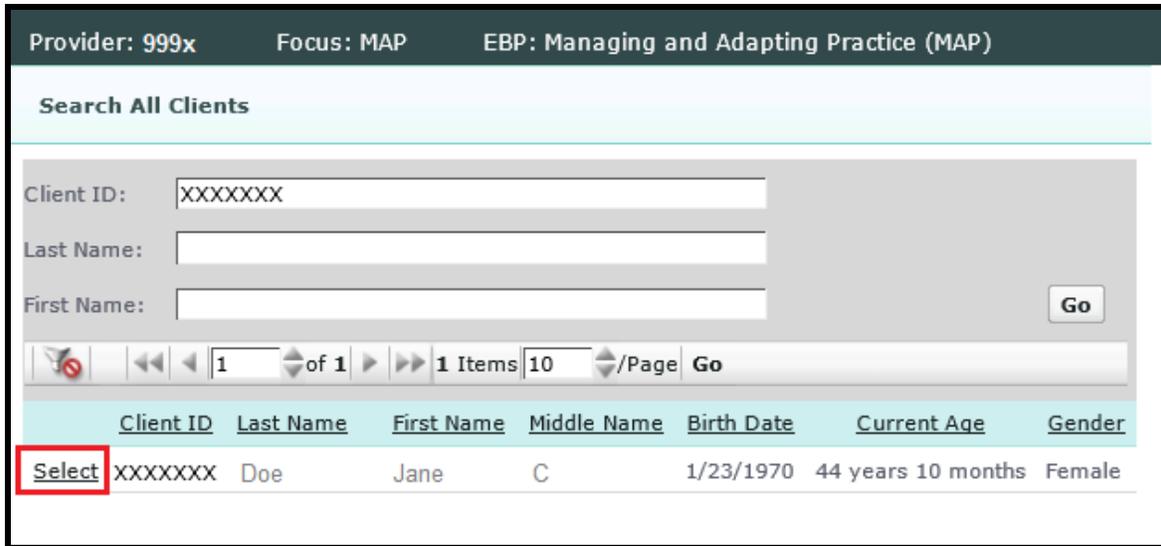


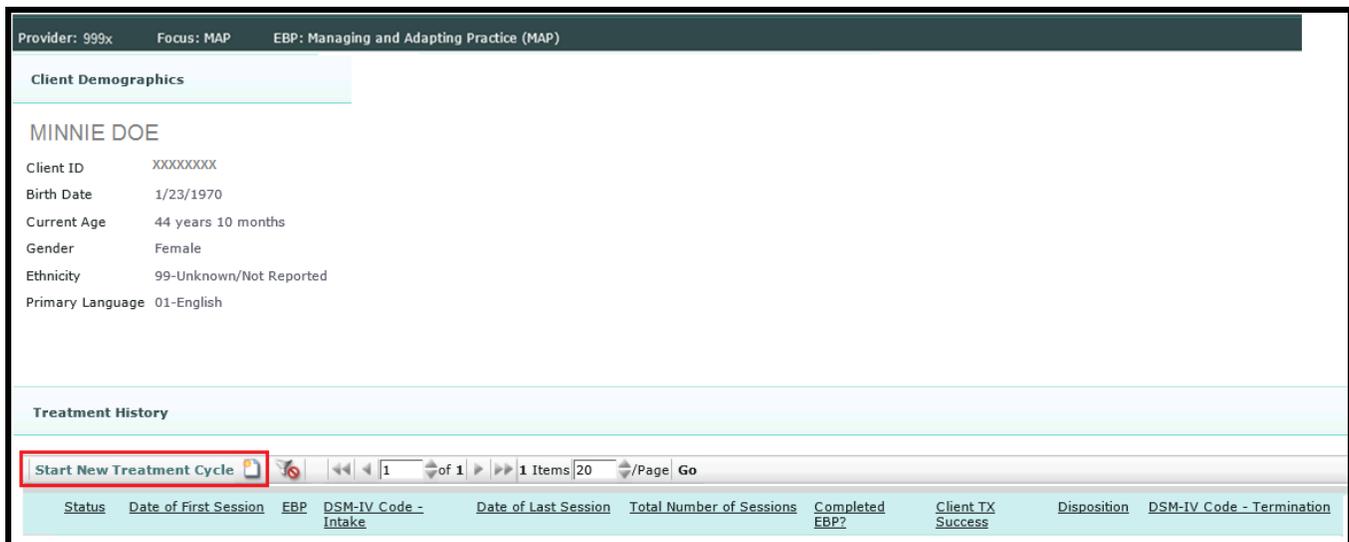
Image: Search All Clients results

Where you go next will depend on whether or not the client you selected has prior treatment history with the provider and focus of treatment selected:

- If Yes, you will be taken to the **Treatment History** page. Proceed to the next page.
- If No, you will be taken to the **Beginning of Treatment Information** page. Skip to section 5.

The **Treatment History** page will display the relevant treatment history for the client with the provider and focus of treatment selected. Note that you will not be able to start a new treatment cycle if an active treatment cycle is indicated for the client.

Click the **Start New Treatment Cycle** button to proceed with a new treatment cycle.



You will be taken to the **Beginning of Treatment Information** page.

Section 5 – Enter Beginning of Treatment Information

On the Beginning of Treatment Information page, do the following:

1. Identify the **Initial Focus of Treatment** from the list of available choices.



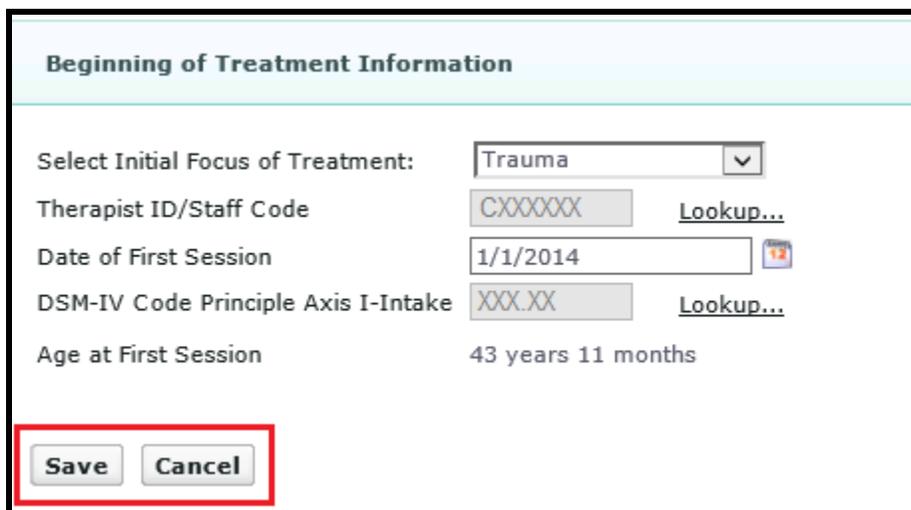
Beginning of Treatment Information

Select Initial Focus of Treatment:
Therapist ID/Staff Code
Date of First Session
DSM-IV Code Principle Axis I-Intake [Lookup...](#)
Age at First Session 43 years 11 months

Image: Beginning of Treatment Information

2. Select a value for **Therapist ID/Staff Code** by clicking on the **Lookup...** link next to the field. This is not a free text field.
3. Enter the **Date of First Session** by typing in the date or by clicking on the Calendar icon and selecting date from the Calendar picker.
4. Select a value for the **DSM-IV Code Principle Axis I – Intake** by clicking on the **Lookup...** link next to the field. This is not a free text field.
5. The value for **Age at First Session** will be automatically calculated after **Date of First Session** is entered.
6. To save your entries, click the **Save** button and the application will take you to the MAP Tracks page. To cancel, click the **Cancel** button and the application will direct you back to the previous page.

Note: The application will validate the dates you enter. If you enter an invalid date, the application will return an error message.



Beginning of Treatment Information

Select Initial Focus of Treatment:
Therapist ID/Staff Code [Lookup...](#)
Date of First Session
DSM-IV Code Principle Axis I-Intake [Lookup...](#)
Age at First Session 43 years 11 months

Image: Beginning of Treatment Information

Section 6 – Complete and Submit ‘Pre’ Questionnaires

After entering the Beginning of Treatment Information, you will be taken to the MAP Track page. On this page, you will see demographic information for the client, the Beginning of Treatment Information and a list of tracks within the client’s MAP treatment cycle.

When an MAP treatment cycle is first created, both the general track (track number zero) and the first focus track (track number 1) are created automatically for you. You will be able to add more focus tracks as you proceed through the treatment cycle.

To submit a questionnaire, select the MAP track the questionnaires are associated with by clicking on the **Select** link for the desired track.

Provider: 999x Focus: MAP EBP: Managing and Adapting Practice (MAP)

Client Demographics

JANE C DOE

Client ID: XXXXXXX
Birth Date: 3/23/2005
Current Age: 9 years 8 months
Gender: Female
Ethnicity: 99-Unknown/Not Reported
Primary Language: 01-English

Client Treatment Information

Beginning of Treatment Information

Therapist ID/Staff Code: CXXXXXX
Date of First Session: 1/1/2014
DSM-IV Code Principle Axis I- Intake: XXX.XX
Age at First Session: 9 years 2 months

Treatment History MAPTracks

	Track Number	Focus Name	Focus Start Date	Focus End Date	Completed Focus?	Total Number of Sessions	Status
Select	0	General	01/01/2014		No	0	Active
Select	1	Trauma	01/01/2014		No	0	Active

[Back](#)

Once you select a track, the application will take you to the Client Treatment Information page for the selected track. On this page, you will see a list of required questionnaires. For the general track, the list is based on the client’s age on the date of first session. For a focus track, the list is based on the focus of treatment and the client’s age on the focus start date.

Note that there may be cases when there will be no required questionnaires for a client.

- For clients with required questionnaires, proceed go to section 6.1
- For clients with no required questionnaires, skip to section 6.4

Section 6.1 - Clients with Required Questionnaires

To submit a questionnaire, click on the **New Questionnaire** icon next to the name of the questionnaire.

New	Questionnaire Name
	Youth Outcome Questionnaire - 2.01 (Parent) (CIMH)

New Questionnaire

Image: Add a new questionnaire

There are two possible scenarios for saving required questionnaires:

- Questionnaires were administered and collected – Continue on to Section 6.2
- Some or all questionnaires were not administered or collected (Unable to Collect) – Skip to Section 6.3

Section 6.2 – Report subscale scores for a Questionnaire

1. Enter the **Questionnaire Administration Date** by typing in the date or by clicking on the Calendar icon and selecting the date from Calendar picker.
2. Select the **Type** from dropdown list. If this is the first questionnaire, the only option will be 'Pre'.
3. Enter a valid **Score** for each **Subscale** record. You may tab from one score to the next.
4. To save, click the **Save** button.
5. To cancel, click the **Cancel** button.
6. The application will redirect to the previous page.

Add Youth Outcome Questionnaire - 2.01 (Parent) (CIMH)

Questionnaire Administration Date: 1/1/2014

Type: Pre

Subscale / SCALE	Score
Intrapersonal Distress	20
Somatic	25
Interpersonal Relations	10
Social Problems	20
Behavioral Dysfunction	25
Critical Items	10
Total	110

Unable to Collect Reason: ** Please Select **

Save **Cancel**

Image: Report subscale scores for a questionnaire

Section 6.3 – Unable to collect scores for a questionnaire

1. Enter a valid **Questionnaire Administration Date** by typing in the date or by clicking on the Calendar icon and selecting the date from Calendar picker.
2. Select the **Type** from the dropdown list. If this is the first questionnaire, the only choice will be 'Pre'.
3. Click on the checkbox marked “**Unable to Collect**”.

Add Youth Outcome Questionnaire - 2.01 (Parent) (CIMH)

Questionnaire Administration Date: 1/1/2014

Type: Pre

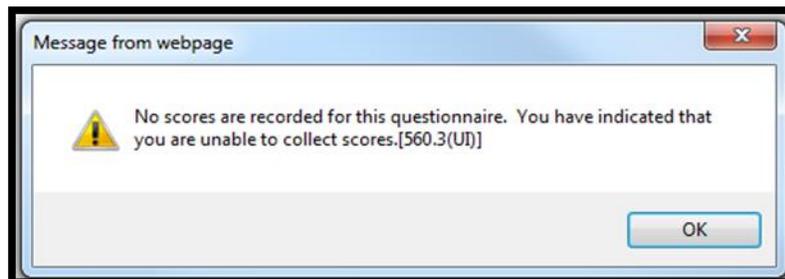
Subscale / SCALE	Score
Intrapersonal Distress	
Somatic	
Interpersonal Relations	
Social Problems	
Behavioral Dysfunction	
Critical Items	
Total	

Unable to Collect Reason: Administered wrong forms

Save Cancel

Image: Report “Unable to Collect” scores for a questionnaire

4. The application will display a confirmation message that indicates no scores will be recorded for this questionnaire.
5. To continue, click the **OK** button on the confirmation message.



6. Indicate the reason you were unable to collect scores by selecting your answer from the **Reason** dropdown list. **Note:** The choices in the **Reason** list vary depending on the questionnaire you are reporting on.
7. To save, click the **Save** button.

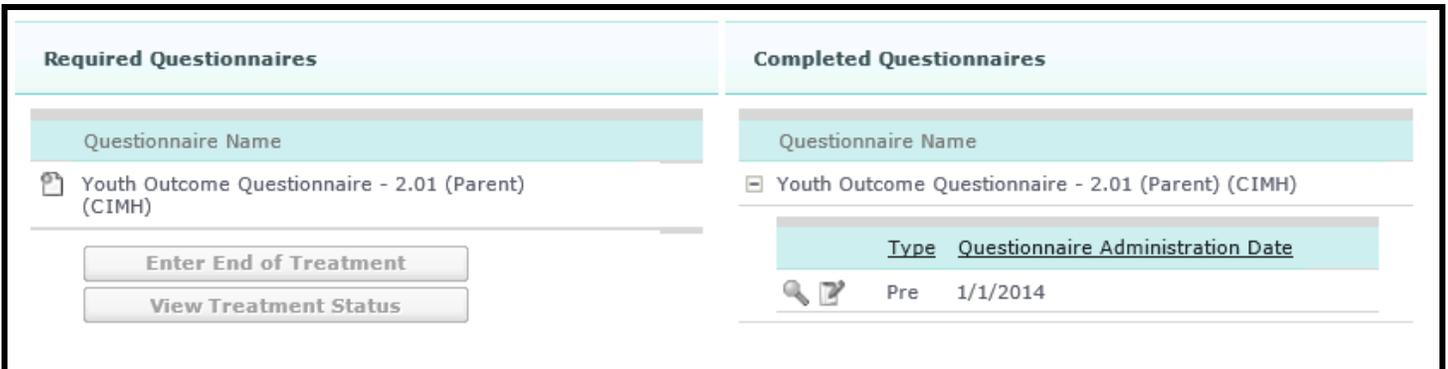
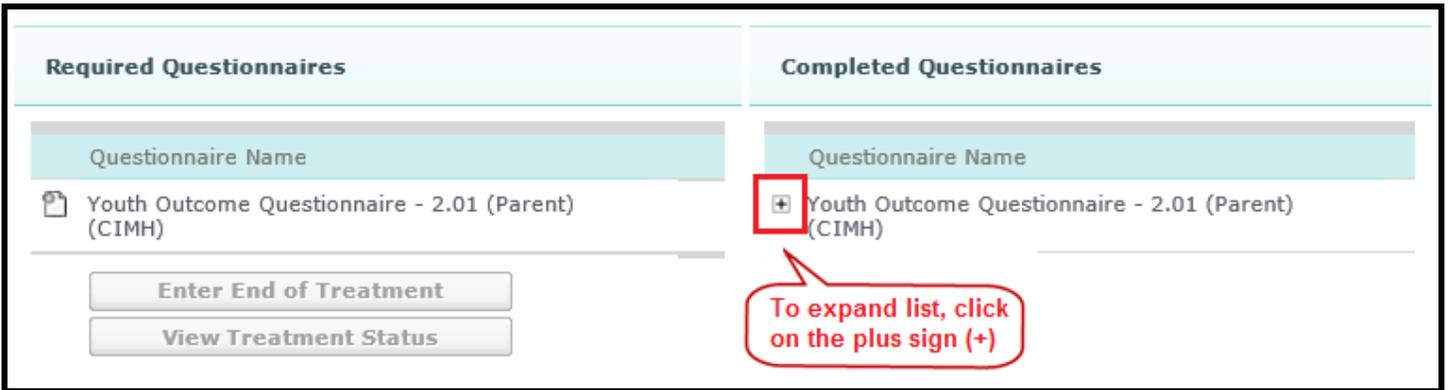
8. To cancel, click the **Cancel** button.
9. The application will redirect to the previous page.

Note: After saving the questionnaire, you will still be able to update it from reporting “**Unable to Collect**” to reporting **subscale score(s)**. However, you will not be able to update the **Questionnaire Administration Date** or the **Type** of the Questionnaire. In addition, once **subscale scores** have been reported for a questionnaire, you will not be able to update it to report “**Unable to Collect**”.

The application will redirect to the **Client Treatment Information** page.

To view the questionnaire you have entered, click on the plus sign (+) next the questionnaire type. The list will expand showing you all of the questionnaires of this type that have been saved.

To view questionnaires already entered, skip to **Section 12 – View Questionnaires**.



Images: List of Completed Questionnaires in Expanded View

To submit an ‘Update’ questionnaire, skip to Section 7.

To select a different MAP Track, click on the **Back** button. From the MAP Tracks page, select the desired track by clicking the **Select** link.

Treatment History MAPTracks							
	Track Number	Focus Name	Focus Start Date	Focus End Date	Completed Focus?	Total Number of Sessions	Status
Select	0	General	01/01/2014		No	0	Active
Select	1	Trauma	01/01/2014		No	0	Active

Follow instructions in Section 6.2 to report subscale scores, or 6.3 to report “Unable to Collect”.

Once you have completed all ‘Pre’ questionnaires in a focus track, the **Enter End of Focus** button will become visible on the Client Treatment Information page for the focus track.

If you choose to complete and submit End of Focus Information at this time, click on the **Enter End of Focus** button and skip to **Section 8 – Complete and Submit End of Focus Information**.

The screenshot displays two side-by-side panels. The left panel, titled 'Required Questionnaires for Track 1', lists two questionnaires: 'UCLA PTSD-RI - Parent (CIMH)' and 'UCLA PTSD-RI - Child/Adolescent (CIMH)'. Below the list are two buttons: 'Enter End of Focus' (highlighted with a red border) and 'View Focus Status'. The right panel, titled 'Completed Questionnaires', shows the same two questionnaires. The 'UCLA PTSD-RI - Parent (CIMH)' section contains a table with columns 'Type' and 'Questionnaire Administration Date', listing 'Pre' (1/1/2014) and 'Update' (6/1/2014). The 'UCLA PTSD-RI - Child/Adolescent (CIMH)' section also contains a table with the same columns, listing 'Pre' (1/1/2014) and 'Update' (6/1/2014).

Type	Questionnaire Administration Date
Pre	1/1/2014
Update	6/1/2014

Type	Questionnaire Administration Date
Pre	1/1/2014
Update	6/1/2014

Image: Client Treatment Information page

Section 6.4 - Clients with no required questionnaires

If a client you selected does not have any required questionnaires, the application will display the message shown in the image below.

Provider: 999x		Focus: MAP		EBP: Managing and Adapting Practice (MAP)		
Client Demographics			Client Treatment Information			
MINNIE DOE						
Client ID			XXXXXXXX			
Birth Date			1/23/1970			
Current Age			44 years 10 months			
Gender			Female			
Ethnicity			99-Unknown/Not Reported			
Primary Language			01-English			
			Beginning of Treatment Information			
			Therapist ID/Staff Code			cXXXXXX
			Date of First Session			01/01/2014
			DSM-IV Code Principle Axis I-Intake			XXX.XX
			Age at First Session			43 years 11 months
General Track						
Focus Name General						
Date First Session 1/1/2014 Date Last Session						
Total Number Session 0			Status Active			
Required Questionnaires						
Questionnaire Name						
<input type="button" value="Enter End of Treatment"/>						
<input type="button" value="View Treatment Status"/>						
<p>Due to the client's age, no outcome questionnaires are required for this client. To complete "End of Treatment" information at this time, please click on the "End of Treatment" button. To return to the home page, please click on the "Home" button.</p>						
Message for client's that do not have any required questionnaires.						

If you encounter this in a focus track, click on the **Enter End of Focus** button and skip to **Section 8 – Complete and Submit End of Focus Information.**

If you encounter this in the general track, click on the **Enter End of Treatment** button and skip to **Section 9 – Complete and Submit End of Treatment Information.**

Section 7 – Complete and Submit ‘Update’ Questionnaires

From the Client Treatment Information page, click on the **New** icon next to the questionnaire you wish to submit. You will be taken to the **Add Questionnaire** page.

General Track

Focus Name **General**

Date First Session **1/1/2014** Date Last Session

Total Number Session **0** Status **Active**

Required Questionnaires

New	Questionnaire Name
	Youth Outcome Questionnaire - 2.01 (Parent) (CIMH)

New Questionnaire

On the Add Questionnaire page, do the following:

1. Enter a valid **Questionnaire Administration Date** by typing in the date or by clicking on the Calendar icon and selecting the date from the Calendar picker.
2. Select ‘Update’ from **Type** dropdown list.
3. Enter a valid **Score** for each Subscale / SCALE record or click on the **Unable to Collect** check box and select a **Reason** from dropdown list.
4. To save, click the **Save** button. To cancel this entry, click the **Cancel** button. The application will redirect to the previous page.

Add Youth Outcome Questionnaire - 2.01 (Parent) (CIMH)

Questionnaire Administration Date:

Type:

Subscale / SCALE	Score
Intrapersonal Distress	<input type="text" value="25"/>
Somatic	<input type="text" value="20"/>
Interpersonal Relations	<input type="text" value="20"/>
Social Problems	<input type="text" value="20"/>
Behavioral Dysfunction	<input type="text" value="25"/>
Critical Items	<input type="text" value="20"/>
Total	<input type="text" value="130"/>

Unable to Collect Reason

Once you have completed and saved an 'Update' type questionnaire, the application will return to **Client Treatment Information** page.

Provider: 999x Focus: MAP EBP: Managing and Adapting Practice (MAP)

Client Demographics

JANE C DOE

Client ID XXXXXX

Birth Date 3/23/2005

Current Age 9 years 8 months

Gender Female

Ethnicity 99-Unknown/Not Reported

Primary Language 01-English

Client Treatment Information

Beginning of Treatment Information ?

Therapist ID/Staff Code CXXXXXX

Date of First Session 1/1/2014

DSM-IV Code Principle Axis I- Intake XXX.XX

Age at First Session 9 years 2 months

General Track

Focus Name **General**

Date First Session 1/1/2014 Date Last Session

Total Number Session 0 Status Active

Required Questionnaires

Questionnaire Name

Youth Outcome Questionnaire - 2.01 (Parent) (CIMH)

Completed Questionnaires

Questionnaire Name

Youth Outcome Questionnaire - 2.01 (Parent) (CIMH)

Type	Questionnaire Administration Date
Pre	1/1/2014
Update	6/1/2014

To view questionnaires, skip to Section 12.

To edit questionnaires, skip to Section 13.

Section 8 – Complete and Submit End of Focus Information

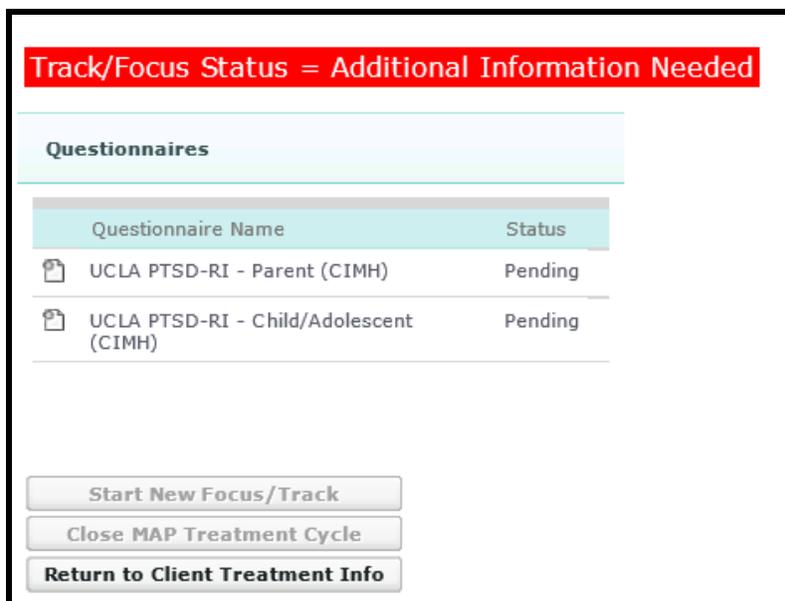
At the end of each focus track, you must complete the End of Focus Information before you can start a new focus track and before you can end the treatment cycle.

To enter End of Focus Information, do the following:

1. Enter the **Focus End Date** by typing in the date or by clicking on the Calendar icon and selecting the date from the Calendar picker.
2. Enter **Total Number of Session** by typing in the number.
3. Indicate if client completed focus by selecting a value from the **Completed Focus?** dropdown list.
4. To save, click the **Save** button. The application will take you to the **Focus Status** page.
5. To cancel, click the **Cancel** button. The application will redirect to the previous page.

Provider: 999x Focus: MAP EBP: Managing and Adapting Practice (MAP)	
Client Demographics	
JANE C DOE	
Client ID	XXXXXX
Birth Date	3/23/2005
Current Age	9 years 8 months
Gender	Female
Ethnicity	99-Unknown/Not Reported
Primary Language	01-English
Client Treatment Information	
Beginning of Treatment Information 	
Therapist ID/Staff Code	CXXXXXX
Date of First Session	1/1/2014
DSM-IV Code Principle Axis I-Intake	XXX.XX
Age at First Session	9 years 2 months
End of Focus Information	
Focus End Date	<input type="text" value="10/1/2014"/> 
Total Number of Sessions	<input type="text" value="10"/>
Completed Focus?	<input type="text" value="Yes"/> ▼
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Note: If the focus was completed, you are required to submit the 'Post' questionnaires for the focus. The **Focus Status** page will indicate whether or not the 'Post' questionnaires.



The screenshot displays a web interface for tracking focus status. At the top, a red banner reads "Track/Focus Status = Additional Information Needed". Below this is a section titled "Questionnaires" containing a table with two columns: "Questionnaire Name" and "Status". The table lists two questionnaires, both with a status of "Pending". At the bottom of the interface are three buttons: "Start New Focus/Track", "Close MAP Treatment Cycle", and "Return to Client Treatment Info".

Questionnaire Name	Status
UCLA PTSD-RI - Parent (CIMH)	Pending
UCLA PTSD-RI - Child/Adolescent (CIMH)	Pending

Image: Focus Status (in red) indicating that 'Post' questionnaires are required. Note the status of each required 'Post' questionnaire is 'Pending'.

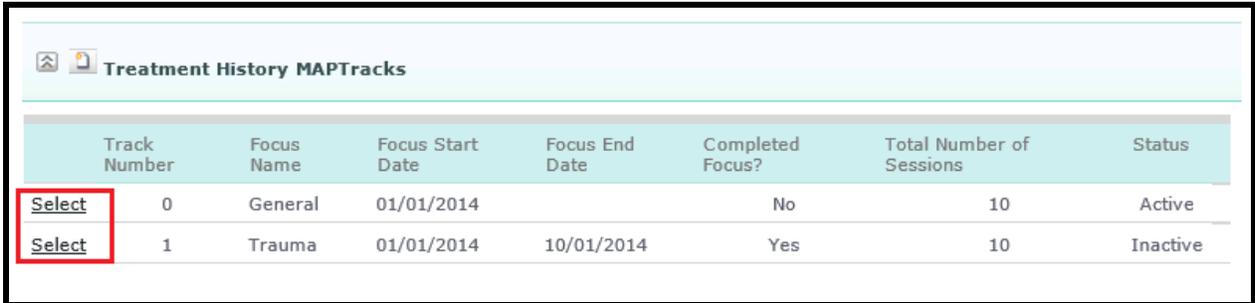
If you wish to complete and submit pending 'Post' questionnaires, please continue on to **Section 10**.

Section 9 – Complete and Submit End of Treatment Information

If you wish to end the MAP treatment cycle, first ensure that all of the focus tracks are inactive. In addition, all 'Pre' questionnaires in the general track must already be completed.

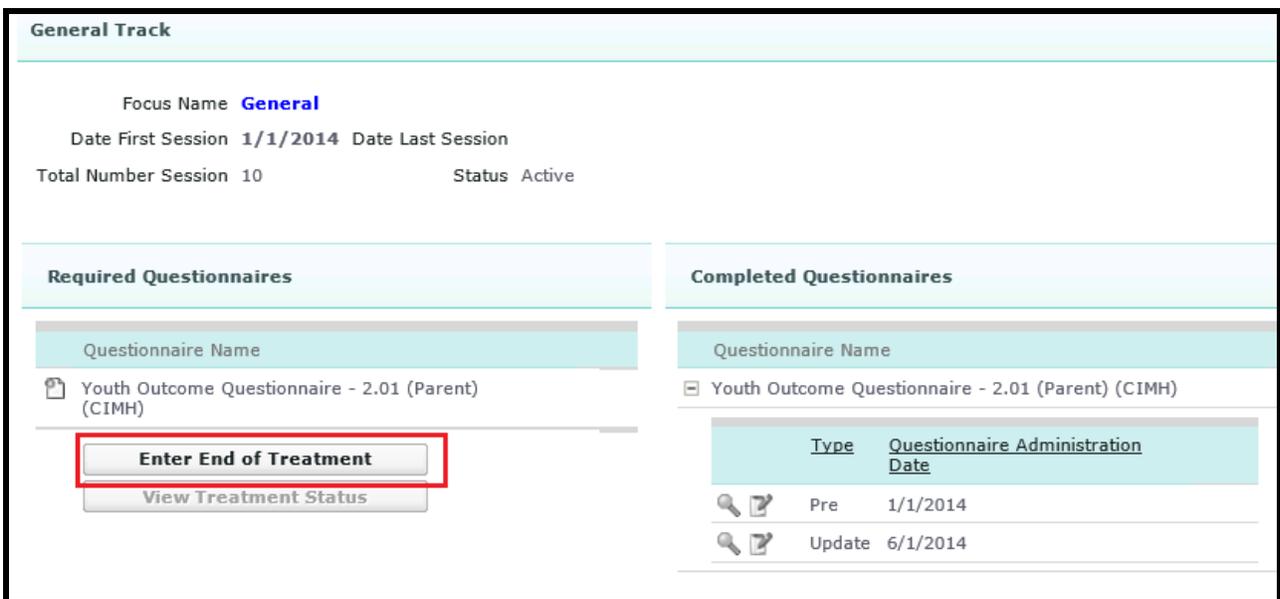
To enter End of Treatment Information, do the following:

1. From the **MAP Tracks** page, select the general track.



	Track Number	Focus Name	Focus Start Date	Focus End Date	Completed Focus?	Total Number of Sessions	Status
Select	0	General	01/01/2014		No	10	Active
Select	1	Trauma	01/01/2014	10/01/2014	Yes	10	Inactive

2. On the Client Treatment Information page for the general track, click on the **Enter End of Treatment** button. **Note:** this button will only be enabled once all of the 'Pre' questionnaires for the general track have been submitted.



General Track

Focus Name **General**

Date First Session **1/1/2014** Date Last Session

Total Number Session **10** Status **Active**

Required Questionnaires

Questionnaire Name

Youth Outcome Questionnaire - 2.01 (Parent) (CIMH)

Enter End of Treatment

View Treatment Status

Completed Questionnaires

Questionnaire Name

Youth Outcome Questionnaire - 2.01 (Parent) (CIMH)

Type	Questionnaire Administration Date
Pre	1/1/2014
Update	6/1/2014

3. The Date of Last Session will be set to the **Focus End Date** for the last focus track.
4. The Total Number of Sessions will be set to the sum of all of the **Total Number of Sessions** from all of the focus tracks.

5. Indicate whether the EBP was completed by choosing the appropriate value from the **Completed EBP** dropdown list. Depending on what you select, there may be additional requirements for completing the **End of Treatment Information**:
 - If you answer 'No', you must enter a response in the **Dropout Reason** field.
 - If you answer 'Yes', no response in the **Dropout Reason** field will be collected.
6. Select a value for the **DSM-IV Code Principle Axis I – Termination** by clicking on the **Lookup** link next to the field. This is not a free text field.
7. To submit your responses, click the **Save** button. The application will take you to the **Treatment Cycle Status** page.
8. To cancel your responses, click the **Cancel** button. The application will redirect to the previous page.

The screenshot shows the 'End of Treatment Information' form. The fields are: Date of Last Session (10/1/2014), Total Number of Sessions (10), Completed EBP? (Yes), DSM-IV Code Principle Axis-I Termination (XXX.XX with a 'Lookup...' link), and Dropout Reason (** Please Select **). At the bottom, the 'Save' and 'Cancel' buttons are highlighted with a red box.

Image: End of Treatment Information with Completed EBP = Yes

The screenshot shows the 'End of Treatment Information' form. The fields are: Date of Last Session (10/1/2014), Total Number of Sessions (10), Completed EBP? (No), DSM-IV Code Principle Axis-I Termination (empty with a 'Lookup...' link), and Dropout Reason (** Please Select **). The dropdown menu for Dropout Reason is open, showing options: Child arrested/detained, Child placed in hospital, Child placed out of home (FC/GrpHome), Family moved, Family withdrew, Other, and Unable to contact family. At the bottom, the 'Save' and 'Cancel' buttons are highlighted with a red box.

Image: End of Treatment Information with Completed EBP = No

Note: If selected 'Yes' for **Completed EBP** field, this will not end the client's treatment cycle. You will need to complete and submit all required 'Post' questionnaires in order to end the treatment cycle.

If selected 'No' for **Completed EBP** field, this will end the treatment cycle.

Once you have completed the End of Treatment Information, you will be taken to the **Treatment Cycle Status** page.

Provider: 999x Focus: MAP EBP: Managing and Adapting Practice (MAP)

Client Demographics	Client Treatment Information		
JANE C DOE			
Client ID	XXXXXX	Beginning of Treatment Information	
Birth Date	3/23/2005	Therapist ID/Staff Code	CXXXXX
Current Age	9 years 8 months	Date of First Session	1/1/2014
Gender	Female	DSM-IV Code Principle Axis I-Intake	XXX.XX
Ethnicity	99-Unknown/Not Reported	Age at First Session	9 years 2 months
Primary Language	01-English	End of Treatment Information	
		Date of Last Session	10/1/2014
		Total Number of Sessions	10
		Completed EBP	Yes
		DSM-IV Code Principle Axis-I Termination	XXX.XX
		Dropout Reason	

Treatment Cycle Status = Additional Information Needed

Questionnaires	
Questionnaire Name	Status
Youth Outcome Questionnaire - 2.01 (Parent) (CIMH)	Pending

[Start New Focus/Track](#)

[Close MAP Treatment Cycle](#)

[Return to Client Treatment Info](#)

Image: Treatment Cycle Status (in red) indicating that 'Post' questionnaires are needed for the treatment cycle to be completed. Note the status of each required 'Post' questionnaire is 'Pending'.

To submit pending 'Post' questionnaires, continue on to **Section 10**.

Section 10 – Complete and Submit ‘Post’ Questionnaires

Once the End of Treatment Information is completed, the application will indicate which ‘Post’ questionnaires are still pending completion on the **Treatment Cycle Status** page.

To complete and submit a ‘Post’ questionnaire, click on the **New** icon next to the questionnaire you wish to complete.

The screenshot displays the 'Treatment Cycle Status Page' for a client named JANE C DOE. The page is divided into several sections:

- Header:** Provider: 999x, Focus: MAP, EBP: Managing and Adapting Practice (MAP)
- Client Demographics:** JANE C DOE, Client ID: XXXXXX, Birth Date: 3/23/2005, Current Age: 9 years 8 months, Gender: Female, Ethnicity: 99-Unknown/Not Reported, Primary Language: 01-English.
- Client Treatment Information:** Beginning of Treatment Information (with a 'New' icon), End of Treatment Information. Fields include: Therapist ID/Staff Code: CXXXXXX, Date of First Session: 1/1/2014, DSM-IV Code Principle Axis I-Intake: XXX.XX, Age at First Session: 43 years 11 months, Date of Last Session: 10/1/2014, Total Number of Sessions: 10, Completed EBP: Yes, DSM-IV Code Principle Axis-I Termination: XXX.XX, Dropout Reason.
- Questionnaires:** A table with columns 'Questionnaire Name' and 'Status'. One entry is 'Youth Outcome Questionnaire - 2.01 (Parent) (CIMH)' with a status of 'Pending'. A red box highlights a 'New' icon next to this entry.
- Buttons:** Start New Focus/Track, Close MAP Treatment Cycle, Return to Client Treatment Info.

Treatment Cycle Status = Additional Information Needed

Image: Treatment Cycle Status Page

The application will redirect to the **Add Questionnaire** page.

On the **Add Questionnaire** page, do the following:

1. Enter the **Questionnaire Administration Date** by typing in the date or by clicking on the Calendar icon and selecting date from Calendar picker.
2. Select 'Post' from the **Type** dropdown list.
3. Enter a valid **Score** for each Subscale / SCALE record, or click on the **Unable to Collect** check box and select a **Reason** from dropdown list.
4. To save, click the **Save** button.
5. To cancel, click the **Cancel** button.
6. The application will redirect to the previous page.

General Track

Focus Name **General**

Date First Session **1/1/2014** Date Last Session **10/1/2014**

Status Active

Add Youth Outcome Questionnaire - 2.01 (Parent) (CIMH)

Questionnaire Administration Date: 10/1/2014

Type: Post

Subscale / SCALE	Score
Intrapersonal Distress	20
Somatic	20
Interpersonal Relations	25
Social Problems	25
Behavioral Dysfunction	20
Critical Items	20
Total	130

Unable to Collect Reason: **** Please Select ****

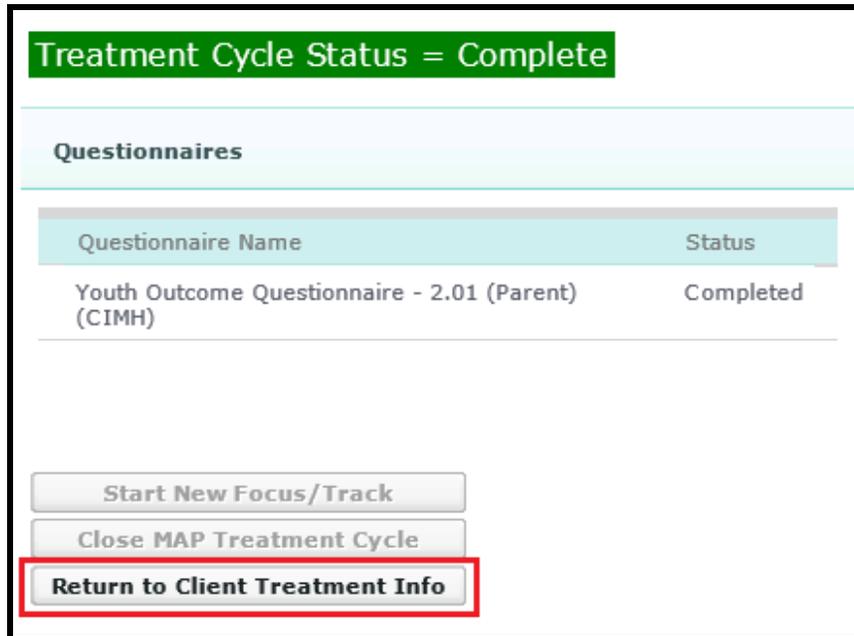
Save **Cancel**

Image: Entering a 'Post' type questionnaire.

The application will redirect to the **Treatment Cycle Status** page.

The status of each questionnaire will change from 'Pending' to 'Completed' once it has been submitted.

Once you complete all the required 'Post' questionnaires, the **Treatment Cycle Status** indicator on the Client Treatment Information page will change to "Complete" and turn from red to green.



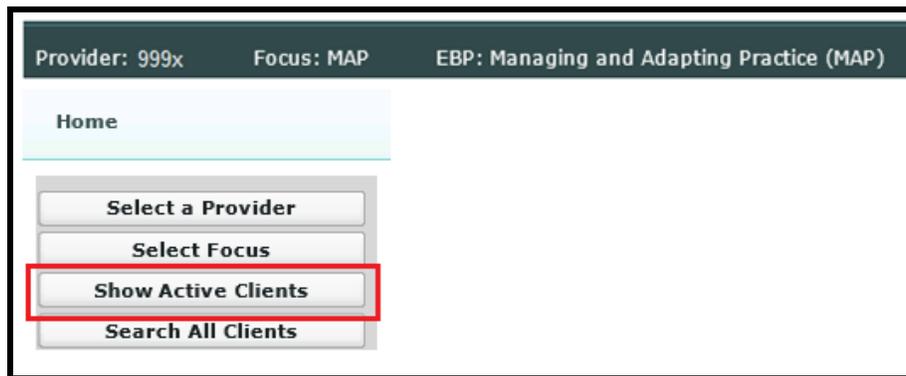
The screenshot displays the 'Treatment Cycle Status = Complete' page. At the top, a green banner indicates the status. Below this is a section titled 'Questionnaires' containing a table with two columns: 'Questionnaire Name' and 'Status'. The table lists one entry: 'Youth Outcome Questionnaire - 2.01 (Parent) (CIMH)' with a status of 'Completed'. At the bottom of the page, there are three buttons: 'Start New Focus/Track', 'Close MAP Treatment Cycle', and 'Return to Client Treatment Info'. The 'Return to Client Treatment Info' button is highlighted with a red border.

Questionnaire Name	Status
Youth Outcome Questionnaire - 2.01 (Parent) (CIMH)	Completed

To return to the **Client Treatment Information** page, click on the **Return to Client Treatment Info** button.

Section 11 – View a Treatment Cycle

First, follow **sections 1, 2 and 3**. Once you have selected a provider, focus of treatment and EBP, click on the **Show Active Clients** button.



On the **Show Active Clients** page, you will be given a list of clients who have active treatment cycles at the selected provider site under the chosen EBP.

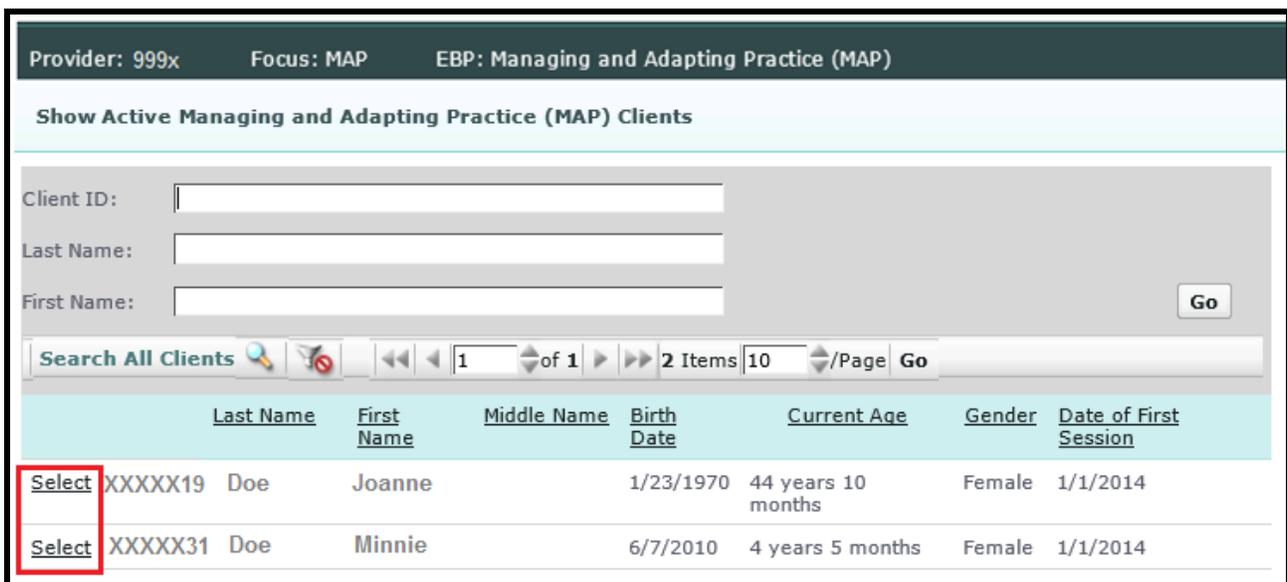


Image: Search Results

Note: By default, the results list only displays 10 active clients at a time. If the client you wish to select is not listed in the first 10 records, there are navigation arrow buttons above the list to move from page to page in the list.



Image: Navigation buttons for the Active Client list

You can also filter the list by entering the client's **ID number**, **Last Name** or **First Name** and then either clicking on the **Go** button or hitting the **Enter** key.

Click on the **Select** link next to the entry for the client whose treatment cycle you wish to view.

The screenshot shows a table with columns: Last Name, First Name, Middle Name, Birth Date, Current Age, Gender, and Date of First Session. There are three rows of data. The first row shows a 9-year-old female with a first session on 2/1/2014. The second row shows a 23-year-old male with a first session on 12/2/2013. The third row shows a 16-year-old male with a first session on 7/24/2014. A red box highlights the 'Select' link in the first column of the second row.

	Last Name	First Name	Middle Name	Birth Date	Current Age	Gender	Date of First Session
Select					9 years 9 months	Female	2/1/2014
Select					23 years 11 months	Male	12/2/2013
Select					16 years 4 months	Male	7/24/2014

After you select the client, you will be taken to the **Treatment History** page. This page will display the relevant treatment history of the client for the focus of treatment and provider you selected.

The screenshot shows the 'Treatment History' page for a client. At the top, it displays 'Provider: 999x', 'Focus: MAP', and 'EBP: Managing and Adapting Practice (MAP)'. Below this is a 'Client Demographics' section for 'JANE C DOE' with fields for Client ID (XXXXXX), Birth Date (3/23/2005), Current Age (9 years 8 months), Gender (Female), Ethnicity (99-Unknown/Not Reported), and Primary Language (01-English). The 'Treatment History' section includes a table with columns: Status, Date of First Session, EBP, DSM-IV Code - Intake, and Date of Last Session. One entry is shown: Active, 1/1/2014, Managing and Adapting Practice (MAP), 290.0. Below this is a 'MAP Tracks' section with a table showing Track Number 1, Focus Name Trauma, and Focus Start Date 01/01/2014.

Provider: 999x Focus: MAP EBP: Managing and Adapting Practice (MAP)

Client Demographics

JANE C DOE

Client ID XXXXXX
 Birth Date 3/23/2005
 Current Age 9 years 8 months
 Gender Female
 Ethnicity 99-Unknown/Not Reported
 Primary Language 01-English

Treatment History

Start New Treatment Cycle

Status	Date of First Session	EBP	DSM-IV Code - Intake	Date of Last Session
Active	1/1/2014	Managing and Adapting Practice (MAP)	290.0	

MAP Tracks

Track Number	Focus Name	Focus Start Date	Focus End Date
1	Trauma	01/01/2014	

Image: Treatment History page for the active client.

Click on the **View** icon (magnifying glass) next to record you wish to view.

Provider: 999x Focus: MAP EBP: Managing and Adapting Practice (MAP)

Client Demographics

MINNIE DOE

Client ID XXXXXXXX
 Birth Date 1/23/1970
 Current Age 44 years 10 months
 Gender Female
 Ethnicity 99-Unknown/Not Reported
 Primary Language 01-English

Treatment History

Start New Treatment Cycle [Icons] 1 Items /Page Go

Status	Date of First Session	EBP	DSM-IV Code - Intake	Date of Last Session	Total Number of Sessions	Completed EBP?	Client TX Success	Disposition	DSM-IV Code - Termination
Inactive	1/1/2014	Managing and Adapting Practice (MAP)	290.0	10/1/2014	10	Yes			290.0

MAP Tracks

Track Number	Focus Name	Focus Start Date	Focus End Date	Completed Focus?	Total Number of Sessions
1	Trauma	01/01/2014	10/01/2014	Yes	10

If the EBP for the treatment cycle you selected is MAP, you will be then by taken to the **MAP Tracks** page for the treatment cycle. Otherwise, you will be taken to the **Client Treatment Information** page.

The **MAP Tracks** page will show you the Client Demographic information about the client, the current Beginning and End of Treatment Information and a list of the MAP tracks within the treatment cycle.

Provider: 999x Focus: MAP EBP: Managing and Adapting Practice (MAP)

Client Demographics

MINNIE DOE

Client ID XXXXXXXX
 Birth Date 1/23/1970
 Current Age 44 years 10 months
 Gender Female
 Ethnicity 99-Unknown/Not Reported
 Primary Language 01-English

Client Treatment Information

Beginning of Treatment Information

Therapist ID/Staff Code cXXXXXX
 Date of First Session 01/01/2014
 DSM-IV Code Principle Axis I- Intake XXX.XX
 Age at First Session 43 years 11 months

End of Treatment Information

Date of Last Session 10/1/2014
 Total Number of Sessions 10
 Completed EBP Yes
 DSM-IV Code Principle Axis-I Termination XXX.XX
 Dropout Reason

Treatment History MAPTracks

	Track Number	Focus Name	Focus Start Date	Focus End Date	Completed Focus?	Total Number of Sessions	Status
Select	0	General	01/01/2014	10/01/2014	Yes	10	Inactive
Select	1	Trauma	01/01/2014	10/01/2014	Yes	10	Inactive

[Back](#)

Image: The MAP Tracks page

The following can be done from the **MAP Tracks** page:

- Select a MAP track to view or edit
- Edit Beginning of Treatment Information (section 12)
- Edit End of Treatment Information, once entered (section 15).

To proceed to a MAP track, click on the **Select** link next to the desired track.

You will be taken to the **Client Treatment Information** page for the selected track.

From the **Client Treatment Information** page, you can:

- Complete and submit required questionnaires
- View a completed questionnaire
- Edit a completed questionnaire
- Edit End of Focus Information, once entered

Provider: 999x Focus: MAP EBP: Managing and Adapting Practice (MAP)

Client Demographics		Client Treatment Information	
MINNIE DOE			
Client ID	XXXXXXXX	Beginning of Treatment Information	
Birth Date	1/23/1970	Therapist ID/Staff Code	cXXXXXX
Current Age	44 years 10 months	Date of First Session	01/01/2014
Gender	Female	DSM-IV Code Principle Axis I- Intake	XXX.XX
Ethnicity	99-Unknown/Not Reported	Age at First Session	43 years 11 months
Primary Language	01-English		

Track 1

Focus Name **Trauma**
Focus Start Date **1/1/2014** Focus End Date
Total Number Session **0** Focus Status **Active**

Required Questionnaires for Track 1		Completed Questionnaires							
Questionnaire Name		Questionnaire Name							
UCLA PTSD-RI - Parent (CIMH)		UCLA PTSD-RI - Parent (CIMH)							
<input type="button" value="New Icon"/> <input type="button" value="Enter End of Focus"/> <input type="button" value="View Focus Status"/>		<table border="1"><thead><tr><th>Type</th><th>Questionnaire</th><th>Administration Date</th></tr></thead><tbody><tr><td>Pre</td><td>UCLA PTSD-RI - Parent (CIMH)</td><td>1/1/2014</td></tr></tbody></table>		Type	Questionnaire	Administration Date	Pre	UCLA PTSD-RI - Parent (CIMH)	1/1/2014
Type	Questionnaire	Administration Date							
Pre	UCLA PTSD-RI - Parent (CIMH)	1/1/2014							

Image: Client Treatment Information page for a focus track

Note: The **Edit** icon by title “Track 1”(circled in blue) will be disabled until the **End of Focus** has been submitted.

Section 12 – Edit Beginning of Treatment Information

First, follow **section 11**.

Next, click on the **Edit** (paper & pencil) icon in the **Beginning of Treatment Information** section header.

Provider: 999x Focus: MAP EBP: Managing and Adapting Practice (MAP)	
Client Demographics	
MINNIE DOE	
Client ID	XXXXXXXX
Birth Date	1/23/1970
Current Age	44 years 10 months
Gender	Female
Ethnicity	99-Unknown/Not Reported
Primary Language	01-English
Client Treatment Information	
Beginning of Treatment Information 	
Therapist ID/Staff Code	cXXXXXX
Date of First Session	01/01/2014
DSM-IV Code Principle Axis I-Intake	XXX.XX
Age at First Session	43 years 11 months

The application will redirect to the **Beginning of Treatment Information** edit page.

Note: **Therapist ID/Staff Code** and **DSM-IV Code Principle Axis I-Intake** are the only fields you can edit in **Beginning of Treatment Information** section.

- To save the changes, click the **Save** button.
- To disregard the changes, click the **Cancel** button.

The application will redirect to the previous page.

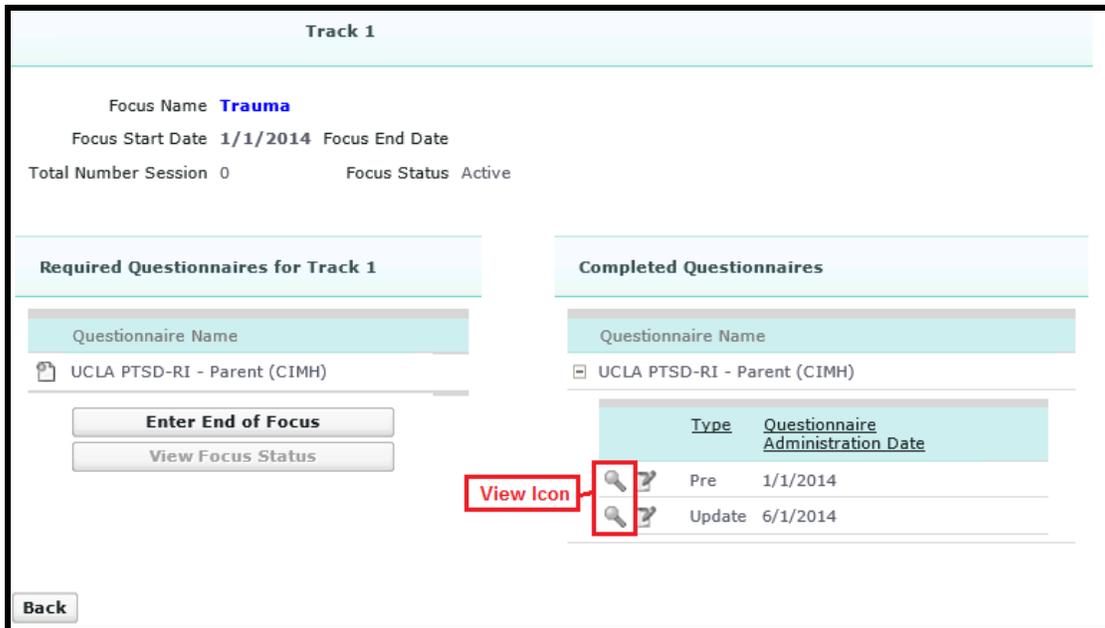
Provider: 999x Focus: MAP EBP: Managing and Adapting Practice (MAP)	
Client Demographics	
MINNIE DOE	
Client ID	XXXXXXXX
Birth Date	1/23/1970
Current Age	44 years 10 months
Gender	Female
Ethnicity	99-Unknown/Not Reported
Primary Language	01-English
Beginning of Treatment Information	
Therapist ID/Staff Code	<input type="text" value="cXXXXXX"/> Lookup...
Date of First Session	<input type="text" value="1/1/2014"/>
DSM-IV Code Principle Axis I-Intake	<input type="text" value="999.99"/> Lookup...
Age at First Session	43 years 11 months
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Section 12 – View Questionnaires

First, follow **section 11**.

To view the questionnaire you have entered, click on the plus (+) sign next to the questionnaire name. The list will expand showing all instances of this questionnaire that have been saved.

Click on the **View** icon next to the questionnaire you wish to view.



The screenshot displays the 'Track 1' interface. At the top, it shows 'Track 1' in a light blue header. Below this, the focus name is 'Trauma', with start and end dates of 1/1/2014. It also indicates 'Total Number Session 0' and 'Focus Status Active'. The interface is divided into two main sections: 'Required Questionnaires for Track 1' and 'Completed Questionnaires'. The 'Required' section lists 'UCLA PTSD-RI - Parent (CIMH)' with buttons for 'Enter End of Focus' and 'View Focus Status'. The 'Completed' section shows a table with columns for 'Type' and 'Questionnaire Administration Date'. A red box highlights a 'View Icon' (a magnifying glass) next to the 'Pre' entry in the table.

Type	Questionnaire Administration Date
Pre	1/1/2014
Update	6/1/2014

Back

Once you have viewed the information, click **OK** to return to previous page.

To edit the questionnaire, click on the **Edit** button and continue to Section 13.

Provider: 999x		Focus: MAP		EBP: Managing and Adapting Practice (MAP)	
Client Demographics			Client Treatment Information		
MINNIE DOE					
Client ID	XXXXXXXX	Beginning of Treatment Information			
Birth Date	1/23/1970	Therapist ID/Staff Code	cXXXXXX		
Current Age	44 years 10 months	Date of First Session	01/01/2014		
Gender	Female	DSM-IV Code Principle Axis I-Intake	XXX.XX		
Ethnicity	99-Unknown/Not Reported	Age at First Session	43 years 11 months		
Primary Language	01-English				
Show UCLA PTSD-RI - Parent (CIMH)					
Questionnaire Administration Date	1/1/2014				
Type	Pre				
Subscale / SCALE		Score			
Subscale PTSD Severity Scale/Total Score		10			
OK Edit					

To return to the Home page, click on the **Home** button in the top-right corner of the page.

MHSA Prevention and Early Intervention Outcome Measures Application



Home Sign Out

You are signed on as: jflynn

Section 13 – Edit Questionnaires

First, follow **section 11**.

To edit the questionnaire you have entered, click on the plus (+) sign next to the questionnaire name. The list will expand showing all instances of this questionnaire that have been saved.

Click on the **Edit** icon next to the questionnaire you wish to edit.

The screenshot shows the 'Track 1' interface. At the top, it displays 'Track 1' and 'Focus Name Trauma'. Below this, it shows 'Focus Start Date 1/1/2014', 'Focus End Date', 'Total Number Session 0', and 'Focus Status Active'. There are two main sections: 'Required Questionnaires for Track 1' and 'Completed Questionnaires'. The 'Required Questionnaires' section lists 'UCLA PTSD-RI - Parent (CIMH)' with buttons for 'Enter End of Focus' and 'View Focus Status'. The 'Completed Questionnaires' section lists the same questionnaire with a table of administration dates. The table has columns for 'Type' and 'Questionnaire Administration Date'. It shows two entries: 'Pre' on '1/1/2014' and 'Update' on '6/1/2014'. An 'Edit Icon' (a pencil) is highlighted with a red box and labeled 'Edit Icon' below it. A 'Back' button is visible in the bottom left corner.

Note: The validation rules that apply when you create a questionnaire still apply when editing it.

- To save the changes, click the **Save** button,
- To disregard the changes, click the **Cancel** button.

The application will redirect to the previous page.

The screenshot shows the 'Edit UCLA PTSD-RI - Parent (CIMH)' form. It includes a 'Questionnaire Administration Date' field with a date picker set to '1/1/2014'. Below that is a 'Type' dropdown menu set to 'Pre'. There is a table with two columns: 'Subscale / SCALE' and 'Score'. The first row is 'Subscale PTSD Severity Scale/Total Score' with a score of '10'. At the bottom, there is a checkbox for 'Unable to Collect' and a 'Reason' dropdown menu set to '** Please Select **'. At the very bottom, there are 'Save' and 'Cancel' buttons, both of which are highlighted with a red box.

Section 14 – View End of Treatment Information

First, follow **section 11**. Next, click on the **View** icon next to record you wish to view.

Provider: 999x Focus: MAP EBP: Managing and Adapting Practice (MAP)

Client Demographics

MINNIE DOE
 Client ID: XXXXXXXX
 Birth Date: 1/23/1970
 Current Age: 44 years 10 months
 Gender: Female
 Ethnicity: 99-Unknown/Not Reported
 Primary Language: 01-English

Treatment History

Start New Treatment Cycle [Icons] of 1 1 Items | 20 Page | Go

Status	Date of First Session	EBP	DSM-IV Code - Intake	Date of Last Session	Total Number of Sessions	Completed EBP?	Client TX Success	Disposition	DSM-IV Code - Termination
Inactive	1/1/2014	Managing and Adapting Practice (MAP)	290.0	10/1/2014	10	Yes			290.0

MAP Tracks

Track Number	Focus Name	Focus Start Date	Focus End Date	Completed Focus?	Total Number of Sessions
1	Trauma	01/01/2014	10/01/2014	Yes	10

The application will redirect to the **MAP Tracks** page. This page displays the **End of Treatment Information** to the right of the Beginning of Treatment Information.

Provider: 999x Focus: MAP EBP: Managing and Adapting Practice (MAP)

Client Demographics

MINNIE DOE
 Client ID: XXXXXXXX
 Birth Date: 1/23/1970
 Current Age: 44 years 10 months
 Gender: Female
 Ethnicity: 99-Unknown/Not Reported
 Primary Language: 01-English

Client Treatment Information

Beginning of Treatment Information

Therapist ID/Staff Code: cXXXXXX
 Date of First Session: 01/01/2014
 DSM-IV Code Principle Axis I- Intake: XXX.XX
 Age at First Session: 43 years 11 months

End of Treatment Information

Date of Last Session: 10/1/2014
 Total Number of Sessions: 10
 Completed EBP: Yes
 DSM-IV Code Principle Axis-I Termination: XXX.XX
 Dropout Reason:

Treatment History MAPTracks

Track Number	Focus Name	Focus Start Date	Focus End Date	Completed Focus?	Total Number of Sessions	Status
Select 0	General	01/01/2014	10/01/2014	Yes	10	Inactive
Select 1	Trauma	01/01/2014	10/01/2014	Yes	10	Inactive

[Back](#)

Section 15 – Edit End of Treatment Information

First, follow **section 14**. Then, click on the **Edit** icon in the **End of Treatment Information** section header.

Provider: 999x Focus: MAP EBP: Managing and Adapting Practice (MAP)

Client Demographics

MINNIE DOE

Client ID: XXXXXXXX
Birth Date: 1/23/1970
Current Age: 44 years 10 months
Gender: Female
Ethnicity: 99-Unknown/Not Reported
Primary Language: 01-English

Client Treatment Information

Beginning of Treatment Information

Therapist ID/Staff Code: cXXXXXX
Date of First Session: 01/01/2014
DSM-IV Code Principle Axis I-Intake: XXX.XX
Age at First Session: 43 years 11 months

End of Treatment Information  **Edit Icon**

Date of Last Session: 10/1/2014
Total Number of Sessions: 10
Completed EBP: Yes
DSM-IV Code Principle Axis-I Termination: XXX.XX
Dropout Reason:

Treatment History MAPTracks

Track Number	Focus Name	Focus Start Date	Focus End Date	Completed Focus?	Total Number of Sessions	Status	
Select	0	General	01/01/2014	10/01/2014	Yes	10	Inactive
Select	1	Trauma	01/01/2014	10/01/2014	Yes	10	Inactive

[Back](#)

The application will redirect to the **Edit End of Treatment Information** page.

End of Treatment Information

Date of Last Session: 10/1/2014
Total Number of Sessions: 10
Completed EBP?: Yes
DSM-IV Code Principle Axis-I Termination: XXX.XX [Lookup...](#)
Dropout Reason: **** Please Select ****

[Save](#) [Cancel](#)

Note: **DSM-IV Code Principle Axis I-Termination** is the only field that can be modified in the **End of Treatment Information** section.

- To save the changes, click the **Save** button.
- To disregard the changes, click the **Cancel** button.

The application will redirect to the previous page.

Section 16 – Print

To print, click on the **Print** icon in the top-right corner of the page.



Section 17 – Sign Out

To sign out from the application, click on the **Sign Out** button in the top-right corner of the page.



MAP Dictionary

Active Client	<p>The client is considered ‘active’ within a focus of treatment when there is an ‘active’ treatment cycle for the client for the specified focus of treatment, at a given provider site at a particular point in time.</p> <p>A treatment cycle is considered ‘active’ once ‘Beginning of Treatment’ (BOT) information for the evidence-based practice (EBP) has been collected. The treatment cycle remains active until all required ‘End of Treatment’ (EOT) information has been collected. If ‘Completed EBP?’ is answered yes, EOT information must include acknowledgement of all required ‘post’ questionnaires.</p>
Age at First Session	<p>The calculated age of a client when treatment in a specific EBP commenced. The calculation is done by comparing client’s date of birth, as indicated in the DMH Integrated System, against the Date of First Session for the treatment cycle.</p>
Age at Focus Start	<p>The calculated age of a client within a MAP treatment cycle when treatment of a specific focus commenced. The calculation is done by comparing the client’s date of birth, as indicated in the DMH Integrated System, against the Focus Start Date for a given focus track.</p>
Beginning of Treatment Information (BOT)	<p>Information related to the client’s EBP treatment history at the beginning of treatment in a specific EBP at a specific provider site. This information includes: ‘Date of First Session’, ‘DSM-IV Axis I Principle Diagnosis Code-Intake’, and ‘Therapist/Staff Code’.</p> <p>Completion of all required information identifies the start of treatment within a given EBP and initiates the treatment cycle.</p>
Client ID	<p>The Department of Mental Health issued, seven-digit number used to uniquely identify a client.</p>
Client Treatment Success	<p>A field in “End of Treatment Information” that is enabled when the user selects “Yes” in the “Completed EBP” field. When “Client Treatment Success” field is enabled, the user must indicate whether the clinician determined the “Client Treatment Success” to be either “Partial” or “Significant”.</p>
Completed EBP	<p>A yes/no response identifying whether the client completed all required interventions specific to the EBP in which the client received services for this ‘treatment cycle’.</p>
Current Age	<p>The client’s current age is calculated based on client’s date of birth, as identified in the IS, and the date the user is accessing client information in the application.</p>
Date of First Session (DOFS)	<p>The date signifying the client’s first EBP treatment session within a specific EBP at a specific provider site.</p>
Date of Last Session (DOLS)	<p>Last date for which EBP-specific services were provided and/or claimed.</p>
Dropout Reason	<p>The reason the client failed to complete the MAP treatment cycle.</p>

DSM-IV	Diagnostic and Statistical Manual of Mental Disorders – Fourth Edition; Published by the American Psychiatric Association, the DSM-IV provides a common language and standard criteria for the classification of mental health disorders.
DSM-IV Axis I Principle Diagnosis Code – Intake	Client’s principle DSM-IV Axis I diagnosis at the time treatment in a specific EBP commenced, as indicated on the client’s most recent Initial Assessment, Assessment Addendum, or Annual Update.
DSM-IV Axis I Principle Diagnosis Code – Termination	Client’s principle DSM-IV Axis I diagnosis at the time treatment in a specific EBP ended, as indicated on the client’s initial intake assessment, assessment addendum, or annual update.
Disposition	A response identifying the next step for the client at the end of an EBP ‘treatment cycle’. Disposition options differ based on “Completed EBP – Yes” and “Completed EBP – No” responses.
End of Treatment Information (EOT)	<p>Information related to the client’s EBP treatment history at the end of treatment in a specific EBP at a specific provider site. This information includes: ‘Date of Last Session’, ‘Total Number of Sessions’, information regarding completion of the EBP, ‘Disposition’ and ‘DSM-IV Axis I Principle Diagnosis Code-Termination’.</p> <p>For clients who have completed treatment, this information will also include the provider’s assessment of the success of treatment as well as acknowledgement of all required post-treatment outcome questionnaires. The completion of all required ‘End of Treatment Information’ closes out the ‘treatment cycle’.</p>
Evidence-Based Practice (EBP)	Used to refer to Evidence-Based Practices (EBP), Community-Defined Evidence (CDE) practices, and Promising Practices (PP).
Focus of Treatment	Refers to a client’s primary presenting problems for which EBP mental health services are being delivered (e.g., anxiety, depression, trauma, etc.).
Focus Track	Within a MAP treatment cycle, a series of sessions where a specific focus of treatment is targeted. The focus of treatment within a MAP treatment cycle may change during treatment. Therefore, a MAP treatment cycle may contain more than one focus track. However, there can be only one active focus of treatment at any given time within the treatment cycle. The start date is identified as the track’s Focus Start Date and the end date is identified as the track’s Focus End Date.
Focus End Date (FED)	The last date of a given focus track within a MAP treatment cycle. It will be the same date is one of the following: the Focus Start Date of the next focus track or the Date of Last Session of the MAP treatment cycle.
Focus Start Date (FSD)	The first date of a given focus track within a MAP treatment cycle. It will be the same date is one of the following: the Date of First Session of the MAP treatment cycle or the Focus End Date of the preceding focus track.

General Track	Within a MAP treatment cycle, the collection of general outcome measures over the life of the treatment cycle. There can only be one general track in a MAP treatment cycle. The start date is identified as the Date of First Session and the end date is identified as the Date of Last Session.
Managing and Adapting Practice (MAP)	An evidence-based practice used by the Prevention and Early Intervention program. Unlike other practices, MAP supports a change in the focus of treatment during the treatment cycle. However, there can be only one focus at any given time during treatment. While a set of general outcomes measures are collected over the entire course of treatment, a set of specific outcome measures are collected based on which focus is being treated at the time.
Mental Health Services Act (MHSA)	The MHSA, adopted by the California electorate on November 2, 2004 creates a new permanent revenue source, administered by the State Department of Mental Health (SDMH), for the transformation and expanded delivery of mental health services provided by State and county agencies and requires the development of integrated plans for prevention, innovation, and system of care services.
Prevention and Early Intervention (PEI)	A plan funded under the California Mental Health Services Act. This plan focuses interventions and programs on individuals across the life span prior to the onset of a serious emotional or behavioral disorder or mental illness.
'Pre' Questionnaire	All required pre-treatment outcome questionnaires, which should be administered during the first EBP-treatment session ('Date of First Session'). If an outcome questionnaire is unable to be administered within the 21-day collection window, the questionnaire must be identified as "Unable to Collect."
'Post' Questionnaire	All required post-treatment outcome questionnaires, which should be administered during the final EBP treatment session ('Date of Last Session'). If an outcome questionnaire is unable to be administered within the 21-day collection window, the questionnaire must be identified as "Unable to Collect."
Provider ID	The state-issued four-digit number associated with the primary location(s) or site(s) where services are delivered.
Questionnaire	Outcome measures completed by clients and/or parents/guardians/raters for all clients receiving PEI services. For each EBP in which the client receives services, agencies are expected to collect data using a common measure across all practices (Outcome Questionnaire (OQ) Series), as well as a second measure oriented to specific focus of treatment. At a minimum, for each treatment cycle of PEI EBP services, there will generally be acknowledgement of a 'Pre-' and 'Post-' treatment questionnaire for 2 measures (OQ + Focus of Treatment).
Questionnaire Administration Date	Date when client or parent/guardian/rater completed each outcome measure questionnaire.
Questionnaire Type	Identifies whether the outcome questionnaire data reflects Pre-treatment, Update or Post-treatment status.

Staff Code	The seven-digit, alphanumeric DMH-issued staff code for individuals providing mental health services. An individual may be issued more than one staff code in cases where they provide services at more than one location or site. The staff code entered must represent the staff member that provided services to a given client at a given site. The staff code for the individual may be different than the username of the person using the application.
Status	In the “Treatment Cycle Status” screen, this field indicates the status of the treatment cycle relative to any outstanding post-treatment outcome questionnaires that are required.
Subscale Totals	Refers to the total Raw-score and T-score values for each questionnaire completed by the client and/or parent/guardian/rater.
Therapist ID:	See “Staff Code”.
Treatment Cycle	A period of time during which a client receives mental health services for a specific focus of treatment using a specific EBP at a specific provider site. It is encapsulated by completion of ‘Beginning of Treatment Information’ and all ‘End of Treatment Information’ requirements.
Unable to Collect	Refers to a field in all questionnaires which allows the user to identify when a clinician was unable to collect an outcome questionnaire within the 21-day collection window.
‘Update’ Questionnaire:	Outcomes questionnaires completed between required pre-treatment and post-treatment outcomes questionnaires for a client within a treatment cycle for a specific EBP. For EBPs exceeding 6-months duration, update questionnaires are required every 6 months (from ‘Date of First Session’).